

Chapter 5.—Establishment.

(C. A. C., Articles 53—72.)

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Sections of Establishment.

76. With reference to Articles 53 and 54, C. A. C., a statement is appended below in which the various sections of each office (establishment) have been definitely marked out, so as to secure uniformity throughout the Presidency of the No., order and kind of details required to be given in proposition statements, bills and other documents and also to reduce the labour and correspondence in their preparation, especially in view of the concession made in Article 57 of the C. A. C. (2nd sentence). These sections have been fixed with special reference to the classification adopted in the consolidated abstract and Budget Estimates, and establishment bills and proposition statements should be drawn up in future strictly in accordance with this classification, showing the sections clearly in red ink headings. The Roman numerals and small caps type indicate the separate establishments, whilst the Arabic numerals and pica type indicate the sections into which each such establishment is divided.

Temporary Establishments are not specifically mentioned. They should always be shown separately quite apart from and after the Permanent Establishment.

77. Establishments entertained annually for a portion of the year only, *e.g.*, nine-monthly, six-monthly or three-monthly, should be treated each as a distinct section and billed for on a separate bill, and should not be included in the bills for permanent establishments.

78. Personal salaried officers of each class, *e.g.*, Mámlatdárs, Hospital Assistants, Police Inspectors, &c., constitute separate establishments by themselves, and whenever any increase or decrease is proposed for them the proposition statement should be for that class of officers only and for the whole Presidency without the specification of any other class of establishment in any

Page 30, Article 78,

Omit the word 'Mámlatdárs' in the first line, and add the following as a new clause :—

'For Mámlatdárs and Mukhtiárkars a separate scale is maintained for each division and for Sind. Particulars of the division concerned or of the Province of Sind only instead of the whole Presidency should, therefore, be given in the proposition•statements relating to changes in the strength of Mámlatdárs or Mukhtiárkars.'

ADDENDA AND CORRIGENDA TO THE BOMBAY TREASURY MANUAL.

No. 205.

Chapter 5—

Substitute the following for the list of Sections of Establishment printed at pages 31 to 52—

[N. B.—Small establishments and offices not enumerated herein should form only one section.]

3.—Land Revenue.

I.—COLLECTORS' ESTABLISHMENTS—General, Taluka and Kanungo Establishments (including Circle Inspectors)—

1. Head Accountant, Huzur Treasurer and Huzur Shroffs.
2. Mahalkaris.
3. Head Karkuns [or Munshis].
4. Clerks on Rs. 30 and above.
5. Clerks on Rs. 20 and above but below Rs. 30.
6. Clerks below Rs. 20 and professional book-binders on pay exceeding Rs. 10.
7. Menial Establishment.

II.—MANAGER, ENCUMBERED ESTATES IN SIND—

1. Clerk and Munshis.
2. Servants.

III.—TA'LUKDA'RI SETTLEMENT OFFICER—

1. Clerks.
2. Servants.

IV.—GOVERNMENT PHOTOZINCO DEPARTMENT—

1. Clerks.
2. Photographic and Engraving Branch.
3. Drawing Branch.
4. Printing Branch.
5. Servants.

V.—JA'MRAO CANAL COLONIZATION OFFICER—

1. Clerks and Accountant.
2. Draughtsmen.
3. Servants.

VI.—REVENUE SURVEY ESTABLISHMENTS—

i. Office Establishment—

1. Clerks and servants.

ii. Field Establishment—

2. Measurers.

3. Classers.

4. Mappers.

5. Clerks.

6. Servants and others.

VII.—SETTLEMENT COMMISSIONER AND DIRECTOR OF LAND RECORDS AND AGRICULTURE—

1. Clerks.

2. Servants.

VIII.—SUPERINTENDENT, LAND RECORDS AND AGRICULTURE—

•• 1. Surveyors and Learners.

2. Clerks and Servants.

4.—Opium.

I.—OTHER OPIUM AGENCIES AND ESTABLISHMENTS—

1. Warehouse-keeper and Inspectors.

2. Gate-keepers and Clerks.

3. Servants.

5.—Salt.

I.—COMBINED SALT AND CUSTOMS ESTABLISHMENT—COLLECTOR OF SALT REVENUE—

1. Clerks.

2. Servants.

3. Boat Establishment.

II.—TA'LUKA ESTABLISHMENTS—

1. Sarkarkuns.

2. Inspectors.

3. Dárogas

4. Superintendents.

5. Special Officer.

6. Clerks.

7. Medical Establishment.

8. Menial Establishment.

9. Boat Establishment.

III.—COAST GUARD ESTABLISHMENTS—

1. Inspectors.

2. Boat Establishment.

IV.—CHIEF ACCOUNT OFFICE—

1. Accountants, Cashiers and Clerks.
2. Servants.

V.—FRONTIER ESTABLISHMENTS—

1. Inspectors, Sarkarkuns and Special Officer.
2. Clerks.
3. Mounted Preventive Force (Superior).
4. Do. do. (Inferior).
5. Menial Establishment.
6. Boat Establishment.

6.—Stamps.

I.—SUPERINTENDENT OF STAMPS—

Bombay Office—

1. Clerks.
2. Official Vendors.
3. Servants.

Karáchi Office—

1. Clerks.
2. Servants.

7.—Excise.

PRESIDENCY ESTABLISHMENTS—

I.—INSPECTION AND PREVENTIVE ESTABLISHMENT—

1. Inspectors and Gaugers, etc., below Rs. 50.
2. Servants.

II.—COLLECTOR'S OFFICE, BOMBAY—

1. Clerks.
2. Servants.

III.—TOBACCO ESTABLISHMENT—

1. Supervisor, Inspectors and Clerks.
2. Servants.

DISTRICT ESTABLISHMENTS—

IV.—DISTRICT EXECUTIVE ESTABLISHMENTS—

1. Inspectors and Gaugers on and below Rs. 50.
2. Clerks.
3. Servants and Guards.
4. Boat Establishment.

V.—URAN DISTILLERY ESTABLISHMENT—

1. Supervisors, Gaugers and Clerks.
2. Servants.

VI.—COMBINED SALT AND EXCISE ESTABLISHMENT IN SIND—

1. Superintendents, Inspectors and Sub-Inspectors.
2. Clerks.
3. Servants and Guards.
4. Sowars and Duffedars.

9.—Customs.

PRESIDENCY DIVISION—

I.—COMMISSIONER'S OFFICE.

1. Clerks.
2. Servants.
3. Boat Establishment.

II.—REPORTER GENERAL OF COMMERCE'S OFFICE.

1. Superintendent, Deputy Superintendent and Clerks
2. Servants.

III.—COLLECTOR OF CUSTOMS' OFFICE—

1. Clerks.
2. Servants.

IV.—PRINCE'S DOCK AND CARNAC BANDAR ESTABLISHMENTS—

1. Appraisers.
2. Examiners.
3. Gaugers.
4. Clerks.
5. Servants

V.—MANIFEST AUDIT DEPARTMENT—

1. Clerks and overseers.
2. Servants.

VI.—IMPORT OFFICE ESTABLISHMENT—

1. Appraisers
2. Examiners

9.—CUSTOMS—continued.

3. Clerks and Overseers.

4. Servants.

VII.—DRAWBACK INSPECTING DEPARTMENT—

1. Examiners.

2. Clerks.

3. Servants.

VIII.—DRAWBACK OFFICE ESTABLISHMENT—

1. Superintendent and Clerks (including Overseers).

2. Servants.

IX.—EXPORT DEPARTMENT—

1. Appraisers.

2. Clerks.

3. Servants.

X.—PREVENTIVE ESTABLISHMENT—

1. Inspectors.

2. Preventive Officers.

3. Wharfingers, Assistant Wharfingers and Tallymen.

4. Clerks.

5. Gate-keepers.

6. Servants.

XI.—BOAT ESTABLISHMENT—

1. Engine-Drivers and Firemen.

2. Tindals.

3. Lascars.

XII.—PEONS ATTACHED TO THE SEVERAL BANDARS IN THE TOWN AND ISLAND OF BOMBAY—

1. Nāiks.

2. Peons.

XIII.—PRIVATE ESTABLISHMENTS—

1. Inspectors, &c., and Clerks.

2. Servants.

7.—SIND CUSTOMS DEPARTMENT—

1. Collector's Office, Karáchi.
2. Account and Cash Department.
3. Import Department.
4. Export Department.
5. Statistical Department.
6. Appraising and Gauging Department.
7. Gate Department.
8. Refund and Drawback Department.
9. Preventive Department.
10. Servants (of all the sections).
11. Boat Establishment.
12. Preventive Establishment at Bandars—(one section for each Bandar.)

10.—Assessed Taxes.

BOMBAY CITY ESTABLISHMENT—

1. In-door Establishment.
2. Out-door Establishment.
3. Peons.

11.—Forest

SUBORDINATE FOREST AND DEPÔT ESTABLISHMENTS—

1. Rangers.
2. Foresters.
3. Guards.

(Separate for each division or sub-division in a circle).

—OFFICE ESTABLISHMENTS—

1. Clerks and Servants.

(Separate for each division or sub-division in a circle.)

NOTE.—Temporary Establishments should be shown as separate Sections as above, but all Works Establishments sanctioned temporarily are charged to the sub-heads concerned under A—Conservancy and Works (*vide* Forest Code) and should be treated as separate Establishments, one for each sub-head.

12.—Registration.

I.—DISTRICT CHARGES—

Sub.-Registrar of Bombay.

1. Clerks.
2. Servants.

II.—DISTRICT REGISTRAR'S ESTABLISHMENTS—

1. Special Sub-Registrars and Village Registrars.
2. Clerks and Servants.

III.—DECCAN AGRICULTURISTS' RELIEF ACT—

1. Village Registrars, Clerks and Servants (1 section for each Taluka).

17.—Mint.

I.—MINT MASTER'S ESTABLISHMENT—

1. Mint Master's Office.
2. Mechanical Department.
3. General Workshops, Engine and Store Department.
4. Dye and Engraving Department.
5. Rolling Department.
6. Adjusting and Fine—Rolling Department.
7. Cutting Department.
8. Weighing Department.
9. Coining and Annealing Department.
10. Bullion Department.
11. Melting Department.
12. Mint, Police and Peons.

II.—ASSAY MASTER'S ESTABLISHMENT—

1. Assistants and Clerks.
2. Servants.

18.—General Administration.

I.—CIVIL OFFICES OF ACCOUNT AND AUDIT—IMPERIAL—

Subordinate Account Service—

1. Superintendents.
2. Assistant Superintendents.

CLERICAL STAFF—

1. Clerks, 1st Class.
2. Do. 2nd do.
3. Do. 3rd do.
4. Do. 4th do.
5. Do. 5th do.
6. Do. 6th do.

7. Clerks 7th Class.
8. Do. 8th do.
9. Record Clerks.
10. Servants.

II.—CIVIL OFFICERS OF ACCOUNT AND AUDIT—PROVINCIAL—

1. Subordinate Account Service.
2. Junior Auditors and Clerks
3. Servants.

III.—CURRENCY DEPARTMENT—

1. Treasurer, Deputy and Assistant Treasurers Superintendent and Accountant.
2. Clerks, 1st Class.
3. Do. 2nd do.
4. Do. 3rd do.
5. Do. 4th do.
6. Do. 5th do.
7. Do. 6th do.
8. Do. 7th do.
9. Do. 8th Class and Potdars
10. Tellers.
11. Servants.

IV.—STAFF AND HOUSEHOLD OF THE GOVERNOR—

1. Private Secretary's Establishment.
2. Band Establishment.
3. Chobdars and Peons.
4. Military Secretary's Establishment.

V.—POLITICAL, JUDICIAL AND LEGISLATIVE DEPARTMENTS—

1. Superintendents.
2. Deputy and Assistant Superintendents.
3. Clerks.
4. Servants.

VI.—REVENUE AND FINANCIAL DEPARTMENTS—

1. Chief Superintendent and Superintendents.
2. Deputy and Assistant Superintendents.
3. Clerks.
4. Servants.

VII.—GENERAL, EDUCATIONAL, MARINE AND ECCLESIASTICAL DEPARTMENTS—

1. Superintendents.
2. Assistant Superintendents.
3. Clerks (includes Record-keeper).
4. Servants.

VIII.—TRANSLATOR'S DEPARTMENT, ORIENTAL TRANSLATOR—

1. Assistant Translators and Clerks.
2. Servants.

IX.—TRANSLATOR'S DEPARTMENT, SINDHI TRANSLATOR—

1. Assistant Translators and Clerks.
2. Servants.

X.—COMMISSIONER'S OFFICE—

1. English Branch (Clerks).
2. Vernacular Branch (Clerks).
3. Servants.
4. Local Fund Establishment.

19A.—Law and Justice.

I.—HIGH COURT—PROTHONOTARY AND REGISTRAR, TESTAMENTARY AND INTESTATE JURISDICTION, ORIGINAL SIDE—

1. Clerks, Court-keepers and Criers.
2. Servants (includes Chobdárs and Menial Establishment of Registrars).

II.—TRANSLATORS, ORIGINAL SIDE—

1. Translators and Interpreters (including Chief Translator).
2. Clerks and Servants.

III.—REGISTRAR, APPELLATE SIDE—

1. Superior Clerical Establishment (includes Superintendents, Sheristedárs and Nazir with their Deputies and Assistants).
2. Clerks (includes book-binders).
3. Chobdárs and Servants.

IV.—TRANSLATORS, APPELLATE SIDE—

1. Translators and Interpreters.
2. Clerks and Servants.

V.—JUDICIAL COMMISSIONER—

1. Clerks (includes book-binders).
2. Servants.

VII.—CIVIL AND SESSIONS COURTS—

(i) District and Sessions Judges (including Sub-Judges)—

1. Sheristedárs, Nazirs, etc., and clerks above Rs. 60.
2. Clerks on Rs. 60 and below, up to and including Rs. 30.
3. Clerks below Rs. 30 and professional book-binders on pay exceeding Rs. 10.
4. Servants (District Judges'),
5. Servants (Sub-Judges').

VII.—PROCESS-SERVING ESTABLISHMENT—

1. Process-servers on Rs. 15 and above.
2. Do. below Rs. 15.

VIII.—COURTS OF SMALL CAUSES, PRESIDENCY COURT—

1. Superior Clerical Establishment (including Registrar, Assistant Registrar, Appraiser, Cashier and Superintendents).
2. Interpreters and Translators.
3. Clerks.
4. Bailiffs.
5. Servants.

IX.—MOFUSSIL SMALL CAUSES COURTS—

1. Registrar and Clerks.
2. Bailiffs.
3. Servants.

19B.—Law and Justice—Jails.

I.—INSPECTOR GENERAL OF PRISONS—

1. Personal Assistant, clerks and servants.

II. Presidency Jails. }

III. Central „ }

IV. District „ }

V. Convict Camps. }

VI. Reformatories. }

VII. Lock-ups. }

Each to have the sections noted below :

1. Jailors, Deputy and Assistant Jailors, Clerical, Educational, Mechanical and Menial Establishment.
2. Warder Establishment.
3. Medical Establishment.

PRESIDENCY POLICE.—

I.—SUPERINTENDENCE—

1. Commissioner's Office, Bombay.
2. Pilgrim Department.

II.—SANITARY POLICE (ONE SECTION).

III.—MUNICIPAL POLICE (INCLUDES MOUNTED POLICE AND PRISON VAN ESTABLISHMENT)—

1. Superintendents.
2. Inspectors.
3. European Constable.
4. Jamádárs.
5. Havaldárs.
6. Native Constables.
7. Mounted Police.
8. Prison Van Establishment.

IV.—CATTLE POUNDS ESTABLISHMENT (ONE SECTION).

V.—PUBLIC LAND CONVEYANCE DEPARTMENT (ONE SECTION).

VI.—RIVER, HARBOUR OR MARINE POLICE (INCLUDES STEAM LAUNCH ESTABLISHMENT).

VII.—DOCKYARD POLICE.

VIII.—GUARDS FOR PUBLIC BUILDINGS.

IX.—SPECIAL POLICE—

1. Private Watchmen or Rámosis.
2. Port Trust Establishment (Prince's and Victoria Dock).
3. University Police.

X.—HOSPITAL ESTABLISHMENT.

XI.—GLANDERS AND FARCY ACTS ESTABLISHMENT.

XII.—INSPECTOR GENERAL'S ESTABLISHMENT—

1. Superintendent and Clerks on Rs. 100 and above.
 2. Clerks on Rs. 50 and above, but below Rs. 100.
 3. Clerks below Rs. 50.
 4. Servants.
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20.—Police—*continued*.

XIII.—DISTRICT EXECUTIVE FORCE, POLICE FORCE (INCLUDES DISTRICT EXECUTIVE FORCE, HARBOUR POLICE, CANTONMENT AND MUNICIPAL POLICE AND *ABKÁRI* POLICE)—

1. Head Constables, unarmed.
2. Head Constables, armed.
3. Constables, unarmed.
4. Constables, armed.
5. Mounted Police (Horse).
6. Mounted Police (Camel).
7. Clerical Establishment (includes *Shirestedár*, Cashier, Accountant, &c.)
8. Menial Establishment (includes Armourers, Bellow boys, *Mochis*, Sweeper, Servants).
9. Hospital Establishment.

XIV.—SPECIAL POLICE, SEPARATE ESTABLISHMENT FOR EACH AGENCY—

1. Inspectors.
2. Chief Constables.
3. Head Constables.
4. Constables.
5. Mounted Police.
6. Camel Savárs.
7. Clerks (including Accountants and School-masters) and servants.

22.—Education.

I.—DIRECTOR OF PUBLIC INSTRUCTION'S ESTABLISHMENT—

1. Clerks.
2. Servants.

II.—INSPECTOR'S OFFICE ESTABLISHMENT—

1. Clerks.
2. Servants.

III.—DEPUTY INSPECTOR'S ESTABLISHMENT—

1. Clerks and Servants.
2. Local Fund Establishment.

IV.—ASSISTANT SUB-DEPUTY INSPECTOR'S ESTABLISHMENT—

1. Assistant Inspector, Clerks and Servants.

22.—Education—*continued*.

V.—ARTS COLLEGES DIVIDED AS FOLLOWS :—

1. Masters, Teachers, Superintendents, Librarian and Clerks.
2. Servants.

VI.—LAW COLLEGES—

1. Clerks and Servants.

VII.—COLLEGE OF SCIENCE—

1. Masters and Teachers.
2. Clerks (includes Curator, Herbarium-keeper, and Observatory and Laboratory Assistants).
3. Workshop Establishment.
4. Menial Establishment.
5. Fellowships.

VIII.—GOVERNMENT SCHOOLS, SECONDARY, PRIMARY AND TRAINING SCHOOLS—

1. Teachers, &c.
2. Clerks and Servants.

IX.—SCHOOL OF ART—

1. Teachers and Clerks.
2. Servants.
3. Workshop Establishment.

23.—Ecclesiastical.

I.—ST. THOMAS' CATHEDRAL, BOMBAY, AND OTHER CHURCHES AND DISTRICT CHURCH ESTABLISHMENT—

1. Church Establishment.
2. Cemetery Establishment.

24.—Medical.

I.—SUPERINTENDENCE, SURGEON-GENERAL'S OFFICE—

1. Clerks.
2. Servants.

II.—PRESIDENCY AND MOFUSSIL HOSPITALS AND DISPENSARIES—

1. Stewards, Compounders and Drassers, Matrons, Nurses and Clerks and Native Medical Pupils, Ministers, &c., &c.
2. Ward Boys, Ayahs and Servants.

III.—SANITARY COMMISSIONER'S OFFICE ESTABLISHMENT—

1. Clerks.
2. Servants.

IV.—HEALTH OFFICER, BOMBAY—

1. Clerks and Servants.
2. Steam Launch Establishment.

V.—BOMBAY BACTERIOLOGICAL LABORATORY—

1. Clerks and others.
2. Servants.

VI.—DEPUTY SANITARY COMMISSIONER—

1. Inspectors, Assistant Superintendents and Vaccinators.
2. Clerks and Servants.

VII.—DEPUTY SANITARY COMMISSIONER, VACCINATION ESTABLISHMENT—

1. L. F. Vaccination Establishment.
2. Municipal Vaccination Establishment.

VIII.—ESTABLISHMENT UNDER THE PILGRIM SHIPS ACT—

1. Clerks and Servants.

IX.—GRANT MEDICAL COLLEGE—

1. Tutor, Teacher, Clerks and Assistants.
2. Servants.

X.—MEDICAL SCHOOLS—

1. Medical Pupils.
2. Servants.

XI.—LUNATIC ASYLUM—

1. Clerks, Overseers, Stewards, Matrons, Nurses, Compounders and Dressers.
2. Warders.
3. Servants and Guards.

25.—Political.

ADEN—

I.—RESIDENCY OFFICE—

1. Account Branch (Accountant and Clerks).
2. Correspondence Branch (Superintendents and Clerks).
3. Government Guest House (Interpreters).
4. Servants and State Coach Establishment.
5. Boat Establishment (Boatmen for the Resident).

II.—BOAT ESTABLISHMENT (BOATMEN) OF THE ASSISTANT RESIDENT.

III.—COURT ESTABLISHMENT—

1. Kazi, Clerks, Bailiffs.
2. Servants.

ADEN—*continued.*

IV.—CANTONMENT MAGISTRATE'S OFFICE—

1. Clerks and Servants.

V.—SCHOOL ESTABLISHMENT—

1. Masters and Servants.

VI.—MEDICAL ESTABLISHMENT—

1. Compounder and Servants.

VII.—LA'HEJ BUNGALOW ESTABLISHMENT—

1. Servants.

VIII.—TRADE REGISTRATION DEPARTMENT—

1. Registrar, Clerks and Servants.

BARODA—

I.—RESIDENCY OFFICE—

1. English Branch (Superintendent, Accountant and Clerks).
2. Vernacular Branch (Sheristedár and Kárkuns).
3. Servants (including Garden Establishment).

II.—COURT ESTABLISHMENT—

1. Clerks and Servants.

III.—CANTONMENT MAGISTRATE'S OFFICE—

1. Clerks and Servants.

IV.—MEDICAL ESTABLISHMENT—

1. Servants.

V.—ASSISTANT RESIDENT'S OFFICE, ONE SECTION FOR EACH, *viz.*,
(Amreli-Ukḥámandal).

KA'THIA'WA'R—

I.—AGENCY OFFICE—

1. Accounts Branch (including Treasury Branch).

II.—JUDICIAL ASSISTANT'S ESTABLISHMENT—

1. Clerks and Servants.

III.—ASSISTANT POLITICAL AGENT'S ESTABLISHMENT—

1. One section for each Assistant.

IV.—DEPUTY ASSISTANT POLITICAL AGENTS—

1. One section for each Deputy Assistant.

V.—SALUTING BATTERY ESTABLISHMENT—

1. Servants.

VI.—HOSPITAL ESTABLISHMENT—

1. Compounders, Clerks, Servants and Nurse (one section for each dispensary or hospital).

KA'THIA'WA'R—continued.

VII.—RAILWAY MAGISTRATE'S ESTABLISHMENT—

1. Clerks and Servants.

VIII.—CONSOLIDATED LOCAL FUND ESTABLISHMENT—

1. Account Branch.
2. Treasury do.
3. Audit do.
4. Record do.

IX.—PRESS ESTABLISHMENT—

1. Manager, Clerks and Compositors.
2. Pressmen and Rollers.

X.—CENSORS (INFANTICIDE)—

1. One section.

XI.—JAIL ESTABLISHMENT—

1. Jailors, Clerks, Warders and Assistant Warders.

XII.—THÁNA ESTABLISHMENT—

1. Thánadárs and Clerks.
(One section for each Thána.)

CUTCH—

I.—AGENCY.

1. Clerks (Accountant, Superintendent, Clerks and Kárkuns)
2. Servants (including Dispensary servants).

MAHI K'ANTHA—

I.—AGENCY OFFICE.

1. English Office.
2. Vernacular Office.
3. Servants.
4. Foreign Service, 3rd kind, Establishment.

II.—ASSISTANT POLITICAL AGENT'S OFFICE—

1. Regular Establishment.
2. Foreign Service, 3rd kind, Establishment.

III.—HOSPITAL ESTABLISHMENT—

1. One section for each hospital.

IV.—THÁNA ESTABLISHMENT—

1. One section for each Thána.

PA'LANPUR SUPERINTENDENCY, SAME AS MAHI KA'NTHA —

SOUTHERN MARA'THA COUNTRY, SAME AS MAHI KA'NTHA —

With an additional section "Treasury Office."

26.—Scientific and other Minor Departments.

I.—VETERINARY COLLEGE AND SCHOOL—

1. Instructors, Lecturers, Assistant Veterinary Officers and Clerks.
2. Servants.

II.—OBSERVATORIES—

1. Observatory Assistants.
2. Clerks and Servants.

III.—DIRECTOR OF AGRICULTURE—

1. Clerks, Inspectors and Auditors.
2. Servants.

IV.—DEPUTY DIRECTOR OF AGRICULTURE—

1. Clerks and Servants.
2. Artists and out-door establishment.

V.—EXPERIMENTAL FARM—

1. Assistant Superintendents, Overseers, Clerks, Fieldmen and Dairymen.
2. Farmers and Servants.

VI.—ECONOMIC BOTANIST—

1. Farming Establishment.
2. Plant Collecting Establishment.

VII.—GARDEN ESTABLISHMENT.

1. Ganeshkhind.
2. Bassein.

VIII.—REGISTRAR, CO-OPERATIVE CREDIT SOCIETIES—

1. Clerks and Servants.
2. Auditors and their peons.

30.—Stationery and Printing.

I.—STATIONERY OFFICE AT THE PRESIDENCY—

1. Clerks.
2. Servants.

II.—GOVERNMENT CENTRAL PRESS, BOMBAY—

1. Deputy and Assistant Superintendents.
2. Clerks.
3. Store-keepers and Warehousemen.

II.—GOVERNMENT CENTRAL PRESS, BOMBAY—*continued.*

4. Examiners, Litho-writers and Readers.
5. Compositors, Foremen and Printers.
6. Compositors on Piece-works.
7. Pressmen, Rollermen and Inklayers.
8. Engine, Carpentry and Foundry Establishments.
9. Book-binders and other workmen in the Binding Department.
10. Servants and others.

III.—COMMISSIONER IN SIND'S PRESS—

1. Superintendent, Assistant Superintendents.
2. Clerks and peons.
3. Press establishment.
4. Forms and Store Branch.

IV.—YERÁVDA PRISON PRESS—

1. Manager and Clerical Establishment.
2. Press Establishment.

Accountant General's Office,
Bombay, 23rd April 1910. }

W. H. MICHAEL,
Accountant General.

Page 31, Article 79, 3. Land Revenue:—

Substitute the following for the sections under I. Collector's Establishments:—

1. ~~Head~~ Accountant, Huzur Treasurer, and Huzur Shroffs.
2. Mahalkaris (in the Presidency Proper.)
3. Head Karkuns (do. do.)
4. Mahalkaris and Taluka Head Munshis in Sind.
5. Clerks of the General Taluka and Kanungo Establishments (including Circle Inspectors).
6. Book-binders on pay exceeding Rs. 10 whose professional occupation is book-binding and who are not mere Daftaries. Book-binders other than these should be shown under the section for "servants" irrespective of their pay.
7. Servants of the General Taluka and Kanungo Establishments.

ge 31, Article 79, 3—*Land Revenue*—

For the Establishments marked I and XI substitute the following and it Establishment marked "III" :—

I.—Collector's Establishments.—

1. Head Accountant, Huzúr Treasurer and Huzúr Shroffs.
2. Clerks of the General, Táluka and Kanungo Establishments (including Mahálkaris, Head Kárkuns, Táluka Head Munshis in Sind, and Circle Inspectors) form separate sections according to the rates of pay drawn by them.

No. 1.

Page 31, Article 79—

III—Mámlatdárs' and Mahálkaris' Táluka Establishments —
Add—

“including District Bungalow Establishments.”

Omit—

“IV—District Bungalow Establishment—1. Servants.”

3. Those Book-binders on pay exceeding Rs. 10 whose professional occupation is book-binding and who are not mere Daftaries. Book-binders other than these should be shown under the section for "Servants" irrespective of their pay.

4. Servants form separate sections according to the office to which they belong ; *e. g.*—

(a) English Account office, Assistant Collector's Office, &c.

(b) Táluka A, Táluka B, and so on.

(c) Kanungo Establishment.

XI.—District Office (Kanungo Establishment)—

1. Assistant Inspectors.

2. Clerks.

3. Servants.

Page 31, Article 79—

3.—*Land Revenue.*

I.—**Collector's Establishments.**

Substitute the following for Section 2:—

2. Mahálkaris (in the Presidency Proper).
3. Head Kárkuns (in the Presidency Proper).
4. Mahálkaris and Táluka Head Munshis (in Sind).
5. Clerks of the General, Táluka and Kanungo Establishments (including Circle Inspectors), form separate sections according to the rates of pay drawn by them.

Alter the numbers of present Sections 3 and 4 to 6 and 7 respectively.

particular district. The same procedure should be followed as regards Gazetted Officers who have not been included in the accompaniment to this chapter as it deals only with non-gazetted establishments.

79. Ordinarily each establishment will have a separate bill and a separate proposition statement, but with regard to the Presidency Police, the pay of each section is drawn on a separate bill. In the case of the Customs and Forest Departments the proposition statement will be for the entire Presidency and inter-district changes in the strength of their respective establishments will be made by allocation statements.

3.—Land Revenue.

I.—COLLECTOR'S ESTABLISHMENTS—

1. English Account Department—
Accountant.
Clerks.
2. English Correspondence Department—
Clerks.
3. Vernacular Account Department—
Clerks and Kárkúns.
4. Chitnis Department—
Chitnis.
Clerks and Kárkúns.
5. Treasury Department—
Treasurer.
Shroffs.
6. Record Department—
Clerks.
7. Assistant Collector's Department (for each Assistant)—
Clerks.
8. District Deputy Collector's Establishment—
Clerks.
9. Huzúr Deputy Collector's Establishment—
Clerks.
10. Menial Establishment—
Servants.

II.—PERSONAL SALARIED OFFICERS (MA'MLATDÁRS AND MUKHTIAR-KARS) according to Divisions, (*i.e.*, Sind, Northern, Southern and Central).

III.—MA'MLATDÁRS AND MAHA'LKARIS TA'LUKA ESTABLISHMENTS—

Establishment of táluks (*a*)—

1. Mahálkaris.

3.—Land Revenue—*continued.*

2. Clerks.
3. Servants.

Establishment of *táluka* (*b*) as above and so on for each *táluka*.

IV.—DISTRICT BUNGALOW ESTABLISHMENT—

1. Servants.

V.—MANAGER, ENCUMBERED ESTATES IN SIND—

1. Deputy Managers.
2. Clerk and Munshis.
3. Overseers.
4. Servants.
5. Kotars.

VI.—TA'LUKDA'RI SETTLEMENT OFFICER—

1. Clerks.
2. Servants.

VII.—COLLECTOR—

City Survey Establishment—

1. Clerks (including Surveyors and Draftsmen).
2. Servants.

VIII.—DEPUTY SUPERINTENDENT OF SURVEY—

Revenue Survey Establishments—

- i. Office Establishment—
 1. Clerks.
 2. Servants.
- ii. Field Establishment—
 3. Measurers.
 4. Classers.
 5. Mappers.
 6. Clerks.
 7. Servants and others.

IX.—SUPERINTENDENT, GOVERNMENT PHOTOZINCO. DEPARTMENT—

1. Photographers.
2. Draftsmen.
3. Clerks.
4. Printers and Compositors.
5. Press servants.
6. Office servants.

 DIRECTOR OF LAND RECORDS AND AGRICULTURE—

X.—HEAD OFFICE—

1. Clerks.
2. Servants.

Superintendent, Land Records and Agriculture.

XI.—DISTRICT OFFICE (KANUNGO ESTABLISHMENT)—

1. District Inspectors.
2. Assistant Inspectors.
3. Circle Inspectors—
 - 1st Grade.
 - 2nd Grade.
 - 3rd Grade.
4. Clerks.
5. Servants.

XII.—COMMISSIONER'S ALIENATION OFFICE—

1. Clerks.
2. Servants.

4.—Opium.

I.—OTHER OPIUM AGENCIES AND ESTABLISHMENTS.

1. Warehouse-keeper and Inspectors.
2. Gate-keepers and Clerks.
3. Servants.

5 —Salt.

I.—CHIEF ACCOUNT OFFICE—

1. Accountants, Cashiers and Clerks.
2. Import Department (Clerks).
3. Export Department (Clerks).
4. Servants.

II.—COLLECTOR OF SALT REVENUE (PREVENTIVE, COAST-GUARD) COLLECTING AND FISH-CURING ESTABLISHMENTS.

1. Sarkárkuns.
2. Dárogas.
3. Inspectors.
4. Coast-guard Inspectors.
5. Superintendents.
6. Special Officer. :
7. Clerks.

5.—Salt—*continued.*

8. Menial Establishment.
(12-monthly, 9-monthly, &c.)
9. Medical Establishment.
10. Mounted Force.
11. Boat Establishment.
12. Boat Establishment.
(Coast-guard).

III.—SHILOTRI ESTABLISHMENT.

6.—Stamps.

I.—SUPERINTENDENT OF STAMPS—

Bombay Office—

1. Clerks.
2. Official Vendors.
3. Servants.

II.—DISTRICT ESTABLISHMENT—

Collector's Stamp Office—

1. Clerks.
2. Servants.

7.—Excise.

PRESIDENCY ESTABLISHMENTS—

I.—INSPECTION AND PREVENTIVE ESTABLISHMENT—

1. Inspectors and Gaugers, etc., below Rs. 50.
2. Servants.

II.—COLLECTOR'S OFFICE, BOMBAY—

1. Clerks.
2. Servants.

III.—OPIUM PREVENTIVE ESTABLISHMENT—

1. Inspectors and Assistant Inspectors.
2. Detectives (includes informers, Head Constables and Constables)
3. Clerks.
4. Servants.

DISTRICT ESTABLISHMENTS—

IV.—DISTRICT EXECUTIVE ESTABLISHMENTS (INCLUDING URAN DISTILLERY)—

1. Inspectors and Gaugers on and below Rs. 50 and Clerks, and Inspectors above Rs. 50 in Sind.

7.—Excise—continued.

2. Servants and Guards.
3. Boat Establishment.
4. Collector's Office Establishment.

V.—PERSONAL SALARIED OFFICERS—

Excise Inspector and Gaugers on pay above Rs. 50.

9.—Customs.

BOMBAY—

I.—COMMISSIONER'S OFFICE.

1. Clerical Establishment.
2. Menial Establishment.
3. Boat Establishment.

II.—REPORTER GENERAL OF COMMERCE'S OFFICE.

1. Superintendent and Deputy Superintendent.
2. Clerks.
3. Servants.

III.—COLLECTOR OF CUSTOMS OFFICE.

1. Clerks.
2. Servants.

IV.—PRINCE'S DOCK AND CARNAC BANDAR ESTABLISHMENTS—

1. Appraisers.
2. Inspectors.
3. Gaugers.
4. Clerks.
5. Servants.

V.—IMPORT INSPECTING DEPARTMENT—

1. Appraisers.
2. Inspectors.
3. Clerks.
4. Servants.

VI.—IMPORT OFFICE ESTABLISHMENT—

1. Clerks (including Overseers).
2. Servants.

VII.—DRAWBACK INSPECTING DEPARTMENT—

1. Inspectors.
2. Clerks.
3. Servants.

90.—Customs—*continued*.

VIII.—DRAWBACK OFFICE ESTABLISHMENT—

1. Superintendent.
2. Clerks (including Overseers).
3. Servants.

IX.—EXPORT DEPARTMENT—

1. Appraisers.
2. Clerks.
3. Servants.

X.—PREVENTIVE ESTABLISHMENT—

1. Inspectors.
2. Preventive Officers.
3. Wharfingers and Assistant Wharfingers.
4. Tallymen.
5. Clerks.
6. Gate-keepers.
7. Servants.

XI.—BOAT ESTABLISHMENT—

1. Engine-Drivers and Firemen.
2. Tindals.
3. Lascars.

XII.—PEONS ATTACHED TO THE SEVERAL BANDARS IN THE TOWN AND ISLAND OF BOMBAY—

1. Náiks.
2. Peons.

XIII.—PRIVATE ESTABLISHMENTS, ONE SECTION—

XIV.—TOBACCO ESTABLISHMENT—

1. Supervisors and Inspectors.
2. Clerks.
3. Servants.

XV.—COMBINED FACTORY ESTABLISHMENT, ONE SECTION—

XVI.—SIND.

1. Collector's Office, Karáchi—
(a) Clerks.
2. Account and Cash Department—
(a) Clerks.
3. Import Department—
(a) Clerks.
4. Export Department—
(a) Clerks.
5. Statistical Department—
(a) Clerks.

90.—Customs—continued.

6. Appraising and Gauging Department.
7. Gate Department.
8. Preventive Department—
 - (a) Preventive Officer.
 - (b) Wharfingers.
 - (c) Tallymen.
 - (d) Clerks.
9. Servants (of all the sections).
10. Boat Establishment—
 - (a) Driver and Stokers.
 - (b) Tindals.
 - (c) Lascars.
11. Ketti and other Bandar's Establishment—
 - (a) Each one section.

10.—Assessed Taxes.**I.—BOMBAY PRESIDENCY ESTABLISHMENT—**

1. In-door Establishment.
2. Out-door Establishment.
3. Peons.

II.—DISTRICT COLLECTOR'S INCOME-TAX ESTABLISHMENT—

1. Inspectors, Assistant Inspectors, Clerks.
2. Servants.

11.—Forest.**I.—SUBORDINATE FOREST AND DEPÔT ESTABLISHMENTS—**

1. Rangers.
 2. Foresters.
 3. Guards.
- (Separate for each division or sub-division in a circle).

II.—OFFICE ESTABLISHMENTS—

1. Clerks.
2. Servants.

(Separate for each division or sub-division in a circle.)

NOTE.—Temporary Establishments should be shown as separate Sections as above in the Proposition Statement, but special Works Establishments sanctioned temporarily are charged to the sub-heads concerned under A—Conservancy and Works (*vide* Forest Code, page 4) and should be treated as separate Establishments, one for each sub-head.

12.—Registration.**I.—INSPECTOR OF VILLAGE REGISTRATION OFFICES—**

- Superintendence— :
1. District Inspector.
 2. Servants.

12.—Registration—continued.**II.—DISTRICT CHARGES—**

Registrar of Bombay.

1. Clerks.
2. Servants.

III.—SPECIAL SUB-REGISTRARS AND VILLAGE REGISTRARS (PERSONAL SALARIED FOR THE WHOLE PERSIDENCY).**IV.—DISTRICT REGISTRAR'S ESTABLISHMENTS UNDER THE COLLECTOR—**

1. Special Sub-Registrars in Sind.
2. Clerks.
3. Servants.

V.—DEKKHAN AGRICULTURISTS' RELIEF ACT—

1. Village Registrars.
2. Clerks.
3. Servants.

15.—Post Office.**I.—DISTRICT POST CHARGES—**

1. Superintendent.
2. District Clerks.
3. Village Postmasters
4. Postmen.
5. Village Postmen.
6. Runners.

17.—Mint.**I.—MINT MASTER'S ESTABLISHMENT—**

1. Mint Master's Office.
2. Mechanical Department.
3. General Workshops, Engine and Store Department.
4. Dye and Engraving Department.
5. Rolling Department.
6. Adjusting and Fine—Rolling Department.
7. Cutting Department.
8. Weighing Department.
9. Coining and Annealing Department.
10. Bullion Department.
11. Melting Department.
12. Mint, Police and Peons.

II.—ASSAY MASTER'S ESTABLISHMENT—

1. Assistants and Clerks.
2. Servants.

18.—General Administration.

I.—CIVIL OFFICES OF ACCOUNT AND AUDIT—ACCOUNTANT GENERAL—

1. Subordinate Account Service—

(a) Superintendents.

(b) Clerks, 1st Class.

2. Do. 2nd do.

3. Do. 3rd do.

4. Do. 4th do.

5. Do. 5th do.

6. Do. 6th do.

7. Record Clerks.

8. Servants.

II.—LOCAL—

1. Subordinate Account Service.

2. Clerks and Servants.

III.—CURRENCY DEPARTMENT—

1. Treasurer, Deputy Treasurer and Assistant Treasurer and Superintendent.

2. Subordinate Account Service.

3. Clerks, 1st Class.

4. Do. 2nd do.

5. Do. 3rd do.

6. Do. 4th do.

7. Do. 5th do.

8. Tellers.

9. Servants.

IV.—STAFF AND HOUSEHOLD OF THE GOVERNOR—

1. Private Secretary's Establishment.

2. Band Establishment.

3. Chobdárs and Peons.

4. Military Secretary's Establishment.

V.—POLITICAL, JUDICIAL AND LEGISLATIVE DEPARTMENTS—

1. Superintendents.

2. Deputy and Assistant Superintendents.

3. Clerks.

4. Servants.

Chapter 5, Article 79 at page 39: 18.—General Administration. VI.—Revenue and Financial Departments enter.

1. Chief Superintendent.

Before "Assistant Superintendents" enter Deputy and, and change the numbers 1, 2, 3 and 4 to 2, 3, 4 and 5 respectively.

(No. 87, dated 26th January 1907.)

18.—General Administration—*continued.*

VII.—SEPARATE DEPARTMENT—

1. Clerks and Servants.

VIII.—TRANSLATOR'S DEPARTMENT, ORIENTAL—

1. Assistant Translators and Clerks.
2. Servants.

IX.—TRANSLATOR'S DEPARTMENT, SINDHI—

1. Assistant Translators and Clerks.
2. Servants.

X.—SECRETARIAT RECORD OFFICE—

1. Record-keeper, Clerks, and Servants.

XI.—GENERAL,¹ EDUCATIONAL, MARINE AND ECCLESIASTICAL DEPARTMENTS—

1. Superintendents.
2. Assistant Superintendents.
3. Clerks (includes Record-keeper).
4. Servants.

XII.—COMMISSIONER'S OFFICE—

1. English Branch (Clerks).
2. Vernacular Branch (Clerks).
3. Servants.

XIII.—COLLECTOR'S LOCAL FUND OFFICE ESTABLISHMENT—

1. Clerks.
2. Servants.

XIV.—COLLECTOR'S LOCAL BOARD'S OFFICE—

1. Clerks.
2. Servants.

XV.—INSPECTOR-GENERAL OF REGISTRATION AND STAMPS ESTABLISHMENT—

1. Clerks.
2. Registration Clerks (debited to 12—Registration).
3. Servants.

19A.—Law and Justice.

I.—HIGH COURT, PROTHONOTARY AND REGISTRAR, TESTAMENTARY AND INTERSTATE JURISDICTION, ORIGINAL SIDE—(EACH ESTABLISHMENT TO BE SHOWN AS SEPARATE SECTION.)

1. Clerks.
2. Court-keepers and Criers.
3. Servants (includes Chobdars and Menial Establishment of Registrars).

19A.—Law and Justice—*continued.*

II. COMMISSIONER FOR TAKING ACCOUNTS AND TAXING MASTER—

1. Clerks.
2. Servants.

III.—CLERK OF THE INSOLVENCY DEBTOR—

1. Clerks.
2. Servants.

IV.—CLERK OF THE CROWN—

1. Clerks and Servants.

V.—OFFICIAL ASSIGNEE—

1. Clerks.
2. Servants.

VI.—SHERIFF—

1. Clerks and Bailiffs.
2. Servants.

VII.—TRANSLATORS, ORIGINAL SIDE—

1. Translators and Interpreters (including Chief Translator).
2. Clerks.
3. Servants.

VIII.—REGISTRAR, APPELLATE SIDE—

1. Superior Clerical Establishment (includes Superintendents, Sheistedárs and Nazir with their Deputies and Assistants).
2. Clerks (includes book-binders).
3. Chobdárs and Servants.

IX.—TRANSLATORS, APPELLATE SIDE—

1. Translators and Interpreters.
2. Clerks.
3. Servants.

X.—LEGAL REMEMBRANCER—

1. Clerks.
2. Servants.

XI.—HIGH COURT PLEADER—

1. Clerks.
2. Servants.
3. Additional Establishment (non-pensionable).

XII.—MORUSSIL COURT PLEADERS—

1. Pleaders.
2. Clerks.

XIII.—CORONER'S COURT.

1. Interpreter and Clerks.
2. Servants.

19A.—Law and Justice—*continued.*

XIV.—PRESIDENCY MAGISTRATES' COURTS—

1. Interpreters and Clerks.
2. Servants.

XV.—JUDICIAL COMMISSIONER—

1. Clerks (includes book-binders).
2. Servants.

XVI.—CIVIL AND SESSIONS COURTS—

(i) District and Sessions Judges—

1. Názir.
2. Clerks.
3. Servants.

(ii) Subordinate Judges—

4. Clerks.
5. Servants.

XVII.—PROCESS-SERVING ESTABLISHMENT—

(i) District Courts—

1. Process-servers.

(ii) Subordinate Judges' Courts—

2. Process-servers.

XVIII.—DEKKHAN AGRICULTURISTS' RELIEF COURTS—

1. Clerks.
2. Servants.
3. Process-serving Establishment—

(i) Clerks.

(ii) Process-servers.

XIX.—PROCESS-SERVING ESTABLISHMENT, COLLECTORS' AND MAGISTRATES' SMALL CAUSES COURTS—

1. Clerks.
2. Process-servers.

XX.—COURTS OF SMALL CAUSES, PRESIDENCY COURT—

1. Superior Clerical Establishment (including Registrar, Assistant Registrar, Appraiser, Cashier, and Superintendents).
2. Interpreters and Translators.
3. Clerks.
4. Bailiffs.
5. Servants.

XXI.—MOFUSSIL SMALL CAUSES COURTS—

1. Registrar.
2. Clerks.
3. Bailiffs.
4. Servants.

Page 42, 19-A.—*Law and Justice*, XVI. and XVII—

Substitute the following for these :—

XVI.—Civil and Sessions Courts—District and Sessions Judges and Subordinate Judges—

1. Názir and other non-personal salaried officers on pay exceeding Rs. 60.
2. Clerks on Rs. 60, and downwards.
3. Servants (District Judge's).
4. Do. (Subordinate Judges').

XVII.—Process-Serving Establishment—District and Subordinate Judges' Courts—

1. Process-servers.

20.—Police—*continued*.

III.—MUNICIPAL POLICE (INCLUDES MOUNTED POLICE AND PRISON VAN ESTABLISHMENT)—

1. Superintendents.
2. Inspectors.
3. European Constable.
4. Jamádárs.
5. Havaldárs.
6. Native Constables.
7. Mounted Police.
8. Prison Van Establishment.

IV.—CATTLE POUNDS ESTABLISHMENT (ONE SECTION).

V.—PUBLIC LAND CONVEYANCE DEPARTMENT (ONE SECTION).

VI.—RIVER HARBOUR OR MARINE POLICE (INCLUDES STEAM LAUNCH ESTABLISHMENT).

VII.—DOCKYARD POLICE.

VIII.—GUARDS FOR PUBLIC BUILDINGS.

IX.—SPECIAL POLICE—

1. Private Watchmen or Rámosis.
2. Port Trust Establishment (Prince's and Victoria Dock).
3. University Police.

X.—HOSPITAL CHARGES.

XI.—GLANDERS AND FARCY ACTS (ESTABLISHMENT).

XXII.—INSPECTOR GENERAL'S ESTABLISHMENT—

1. Clerks (including Translators).
2. Servants.

XIII.—DIVISIONAL COMMISSIONERS' ESTABLISHMENT—

1. Clerks.
2. Detective Establishment.
3. Servants.

XIV.—DISTRICT EXECUTIVE FORCE, POLICE FORCE (INCLUDES DISTRICT EXECUTIVE FORCE, HARBOUR POLICE, CANTONMENT AND MUNICIPAL POLICE AND A'BKA'RI POLICE)—

1. European Constables.
2. Mounted European Constables.
3. Chief Constables.
4. Head Constables, unarmed.
5. Head Constables, armed.
6. Constables, unarmed.
7. Constables, armed.
8. Mounted Police (Horse).

No. 115.

19A.—Law and Justice—*continued.*

XXII.—CRIMINAL COURTS, GENERAL ESTABLISHMENT—

1. Clerks.
2. Servants.

XXIII.—JUDICIAL ESTABLISHMENT—

1. City Magistrate.
 - (i) Clerks.
 - (ii) Servants.
2. Cantonment Magistrate.
 - (i) Clerks.
 - (ii) Servants.

19B.—Law and Justice—Jails.

Superintendence (For the Clerks under the Inspector General of Prisons, Bombay, to be shown below Clerical, &c., Establishment).

Presidency Jails.

Central „

District „

Convict Camps.

Reformatories.

Lock-ups.

Each to have the sections noted below :

1. Jailors and Deputy and Assistant Jailors
2. Clerical, Educational and Mechanical Establishment.
3. Warder Establishment.
 - (a) Chief and Head Warders.
 - (b) Warders and Matrons.
4. Menial and other Establishment.
5. Medical Establishment.
 - (a) Compounders and dressers.

20.—Police.

PRESIDENCY POLICE.—

I.—SUPERINTENDENCE —

1. Commissioner's Office, Bombay.
2. Pilgrim Department.

II.—SANITARY POLICE (ONE SECTION).

XV.—Inspectors—

Add “including Prosecuting Inspectors” after the word “Inspectors.”

For “XVI—Court Prosecutors” *substitute* “XVI—Sergeants (Personal Salaries).”

Add a new entry—

XVII—Sub-Inspectors of Police (Personal Salaries)

And re-number the existing Establishments Nos. XVII to XXIV as XVIII to XXV.

(No. 115, dated 8th August 1907.)

20.—Police—*continued*.

9. Mounted Police (Camel).
10. Clerical Establishment (includes Shirestedár, Cashier, Accountant, &c.)
11. Menial Establishment (includes Armourers, Bellow boys, Mochis, Sweeper, Servants).
12. Hospital Establishment.
- XV.—INSPECTORS (PERSONAL SALARIES).
- XVI.—COURT PROSECUTORS (do.).
- XVII.—POLICE SUPPLIED TO PRIVATE PERSONS (ONE SECTION).
- XVIII.—OPIUM PREVENTIVE POLICE—
 1. Head Constables.
 2. Constables.
- XIX.—VILLAGE POLICE (LOCAL)—
 1. Pagis or Village trackers.
- XX.—SPECIAL POLICE, SEPARATE ESTABLISHMENT FOR EACH AGENCY—
 1. Inspectors.
 2. Chief Constables.
 3. Head Constables.
 4. Constables.
 5. Mounted Police.
 6. Camel Savárs.
 7. Clerks (including Accountants and School-masters).
 8. Servants.
- XXI.—MEWAS POLICE, KHA'NDESH—
 1. One Section.
- XXII.—BHIL NEMNUK, KHA'NDESH—
 1. One Section.
- XXIII.—CATTLE POUND ESTABLISHMENT.
- XXIV.—STEAM BOILER INSPECTION ESTABLISHMENT—
 1. Clerks.
 2. Servants.

21.—Marine.

- I.—STEAMER "JHELM" AND FLAT "MULTAN" ESTABLISHMENT.
- II.—PILOTAGE AND PILOT ESTABLISHMENT.
- III.—SHIPPING OFFICE—
 1. Clerks.
 2. Servants.
- IV.—LIFE BOAT AND : WARNING SIGNAL STATION ESTABLISHMENT (ALIBA G).

22.—Education.

I.—DIRECTOR OF PUBLIC INSTRUCTION'S ESTABLISHMENT—

1. Clerks.
2. Servants.

II.—INSPECTOR'S OFFICE ESTABLISHMENT—

1. Clerks.
2. Servants.

III.—DEPUTY INSPECTOR'S ESTABLISHMENT—

1. Clerks.
2. Servants.

IV.—ASSISTANT SUB-DEPUTY INSPECTOR'S ESTABLISHMENT—

1. Assistant Inspectors,
2. Servants.

V.—ARTS COLLEGES (EACH ONE SECTION SEPARATE) DIVIDED AS FOLLOWS :—

1. Masters, Teachers, Superintendents, Librarian and Clerks.
2. Servants.

VI.—LAW COLLEGES—

1. Clerks and Servants.

VII.—COLLEGE OF SCIENCE—

1. Masters and Teachers.
2. Clerks (includes Curator, Herbarium-keeper, and Observatory and Laboratory Assistants).
3. Servants.
4. Workshop Establishment.
5. Plant-collecting Establishment.
6. Fellowships.

VIII.—GOVERNMENT SCHOOLS (EACH A SEPARATE ESTABLISHMENT), SECONDARY SCHOOLS—

1. Head Masters, Masters, Mistresses, Gymnasts, Monitors and Clerks, Gujaráti Side.
2. Head Masters, Masters, Mistresses, Gymnasts, Monitors and Clerks, Maráthi Side.
3. Servants.

IX.—PRIMARY SCHOOLS—

1. Masters, Teachers and Servants.

X.—TRAINING SCHOOLS (EACH A SEPARATE ESTABLISHMENT).

1. Head Master, Masters, Mistresses, Monitors and Teachers, Maisri and Clerks.
2. Servants.

22.—Education—*continued.*

XI.—SCHOOL OF ART—

1. Teachers and Clerks.
2. Servants.
3. Workshop Establishment.

XII.—SIND BOOK DEPÔT ESTABLISHMENT.

1. Clerk (includes Curator) and Servants.

XIII.—GOVERNMENT BOOK DEPÔT—

1. Clerks and Servants.

23.—Ecclesiastical.

I.—LORD BISHOP OF BOMBAY—

1. Clerk and Servants.

II.—ARCHDEACON OF BOMBAY—

1. Clerk and Servants.

III.—ST. THOMAS' CATHEDRAL, BOMBAY, AND OTHER CHURCHES AND DISTRICT CHURCH ESTABLISHMENT AND REGISTRAR OF DIOCESE—

1. One Section.

IV.—CEMETERY ESTABLISHMENT—

1. One Section.

24.—Medical.

I.—SUPERINTENDENCE, SURGEON-GENERAL'S OFFICE—

1. Clerks.
2. Servants.

II.—DEPUTY SURGEON-GENERAL'S OFFICE—

1. Clerks.
2. Servants.

III.—DISTRICT MEDICAL OFFICERS—

1. One Section for each.

IV.—PRESIDENCY AND MOFUSSIL HOSPITALS AND DISPENSARIES—

— (One Establishment for each consisting of two sections).

1. Stewards, Compounders and Dressers, Matrons, Nurses and Clerks, and Native Medical Pupils, Ministers, &c., &c.
2. Ward Boys and Servants

V.—SANITARY COMMISSIONER'S OFFICE ESTABLISHMENT—

1. Clerks.
2. Servants.

VI.—HEALTH OFFICER, BOMBAY—

1. Clerks.
2. Servants :
3. Steam Launch Establishment.

24.—Medical—continued.

VII.—DEPUTY SANITARY COMMISSIONER—

(Each one separate section)

1. Inspectors, Assistant Superintendents and Vaccinators.
2. Clerks.
3. Servants.

VIII.—ESTABLISHMENT UNDER THE PILGRIM SHIPS ACT—

1. Clerks.
2. Servants.

IX.—GRANT MEDICAL COLLEGE—

1. Tutor, Teacher, Clerks and Assistants.
2. Servants.

X.—MEDICAL SCHOOLS—

1. Medical Pupils.
2. Servants.

XI.—LUNATIC ASYLUM—

1. Compounders, Clerks, Matrons and Overseers and Stewards.
2. Servants and Guards (including Conservancy Cart-driver).

XII.—CHEMICAL EXAMINER—

1. Clerks, Assistants and Servants.

XIII.—HOSPITAL ASSISTANTS—

(Whole Presidency, Personal Salaries).

25.—Political.

ADEN—

I.—RESIDENCY OFFICE—

1. Account Branch (Accountant, Clerks and Servants).
2. Correspondence Branch (Superintendents, Clerks and Servants)
3. Government Guest House.
(Servants).
4. Boat Establishment (Boatmen for the Resident).

II.—BOAT ESTABLISHMENT (BOATMEN) OF THE ASSISTANT RESIDENT.

III.—COURT ESTABLISHMENT—

1. Kazi, Clerks, Bailiffs.
2. Servants.

IV.—CANTONMENT MAGISTRATE'S OFFICE—

1. Clerks and Servants.

V.—SCHOOL ESTABLISHMENT—

1. Masters and Servants.

25.—Political—*continued.*ADEN—*continued.*

VI.—MEDICAL ESTABLISHMENT—

- 1. Compounder and Servants.

.VII.—LA'HEJ BUNGALOW ESTABLISHMENT—

- 1. Servants.

BARODA—

VIII.—RESIDENCY OFFICE—

- 1. English Branch (Superintendent, Accountant and Clerks).
- 2. Vernacular Branch (Sheristedár and Kárkúns).
- 3. Servants (including Garden Establishment).

IX.—COURT ESTABLISHMENT—

- 1. Clerks and Servants.

X.—CANTONMENT MAGISTRATE'S OFFICE—

- 1. Clerks and Servants.

XI.—MEDICAL ESTABLISHMENT—

- 1. Servants.

XII.—ASSISTANT RESIDENT'S OFFICE, ONE SECTION FOR EACH, *viz.*,
(Amreli-Ukhámandal).

KA'THIA'WA'R—

XIII.—AGENCY OFFICE—

- 1. Accounts Branch (including Treasury Branch).

XIV.—JUDICIAL ASSISTANT'S ESTABLISHMENT—

- 1. Clerks and Servants.

XV.—ASSISTANT POLITICAL AGENT'S ESTABLISHMENT—

- 1. Separate section for each Assistant.

XVI.—DEPUTY ASSISTANT POLITICAL AGENTS—

- 1. Separate section for each Deputy Assistant.

XVII.—SALUTING BATTERY ESTABLISHMENT—

- 1. Servants.

XVIII.—HOSPITAL ESTABLISHMENT—

- 1. Compounders, Clerks, Servants and Nurse (one section for each dispensary or hospital).

XIX.—RAILWAY MAGISTRATE'S ESTABLISHMENT—

- 1. Clerks and Servants.

XX.—CONSOLIDATED LOCAL FUND ESTABLISHMENT—

- 1. Account Branch.
- 2. Treasury do.
- 3. Audit do.
- 4. Record do.

25.—Political—*continued.*KA'THIA'WA'R—*continued.*

XXI.—PRESS ESTABLISHMENT—

1. Manager, Clerks and Compositors.
2. Pressmen and Rollers.

XXII.—CENSORS (INFANTICIDE)—

1. One section.

XXIII.—JAIL ESTABLISHMENT—

1. Jailors, Clerks, Warders and Assistant Warders.

XXIV.—THA'NA ESTABLISHMENT—

1. Thánadárs and Clerks.

(One section for each Thána.)

CUTCH—

XXV.—AGENCY OFFICE.

1. Clerks (Accountant, Superintendent, Clerks and Kárkúns).
2. Servants (including Dispensary servants).

XXVI.—MAHI KA'NTHA AGENCY—

1. English Office.
2. Vernacular Office.
3. Servants.
4. Foreign Service, 3rd kind, Establishment.

XXVII.—ASSISTANT POLITICAL AGENT'S OFFICE—

(One section for each Assistant.)

1. Regular.
2. Foreign Service, 3rd kind.

XXVIII.—HOSPITAL ESTABLISHMENT—

1. One section for each hospital.

XXIX.—THA'NA ESTABLISHMENT—

1. One section for each Thána.

XXX.—PA'LANPUR SUPERINTENDENCY, SAME AS MAHI KA'NTHA—

XXXI.—SOUTHERN MARA'THA COUNTRY, SAME AS MAHI KA'NTHA—

With an additional section "Treasury Office."

XXXII.—MINOR AGENCIES—

1. Clerks and Servants (one section for each).

XXXIII.—EX-KING THEBAW—

1. Clerks, Servants and Guards.

26.—Scientific and other Minor Departments.

I.—VETERINARY COLLEGE AND SCHOOL—

1. Instructors, Lecturers, Assistant Veterinary Officers and Clerks.
2. Servants.

26.—Scientific and other Minor Departments—continued.**II.—GLANDERS AND FARCY ESTABLISHMENT—**

1. Inspectors, Watchmen and Clerks, &c. (one section).

III.—SUPERINTENDENT, CIVIL VETERINARY DEPARTMENT (BULL AND STALLION CHARGES)—

1. Clerks, Farriers and Inspectors.
2. Servants, Syces and Branders.

IV.—OBSERVATORIES—

1. Clerks and Observatory Assistants.
2. Servants.

V.—EXPERIMENTAL FARM—

1. Assistant Superintendents, Overseers, Clerks and Dairymen.
2. Farmers and Servants.

VI.—REGISTRATION OF RAILWAY TRAFFIC.

1. Clerks and Servants.

VII.—PROVINCIAL STATISTICS—

1. Clerks and Servants (one for each establishment at different places).

VIII.—INSPECTOR OF EXPLOSIVES—

1. Inspectors.

IX.—REPORTER ON NATIVE PRESS—

1. Clerks and Servants.

30.—Stationery and Printing.**I.—STATIONERY OFFICE AT THE PRESIDENCY—**

1. Assistant Superintendent and Clerks.
2. Servants.

II.—GOVERNMENT CENTRAL PRESS, BOMBAY—

1. Deputy and Assistant Superintendents.
2. Clerks.
3. Store-keepers and Warehousemen.
4. Examiners, Litho-writers and Readers.
5. Compositors, Foremen and Printers.
6. Compositors on Piece-works.
7. Pressmen, Rollers and Inklayers.
8. Engine, Carpentry and Foundry Establishments.
9. Book-binders and other workmen in the Binding Department.
10. Servants and others.

30.—Stationery and Printing—*continued.*

III.—HIGH COURT PRESS—

1. Compositors, Pressmen, Rollers and Mechanists, one section.

IV.—ALLENATION OFFICE, POONA—

1. Compositors, Pressmen and Rollers.

V.—COMMISSIONER IN SIND'S PRESS—

1. Assistant Superintendents and Clerks.
2. Examiners, Litho-writers and Readers.
3. Compositors and Printers.
4. Piece-work Compositors.
5. Pressmen, Rollers and Inklayers.
6. Miscellaneous (Book-binders, Engine-drivers, &c.)
7. Servants.

VI.—JAIL PRESS, ADEN—

1. Compositor.

32.—Miscellaneous.

I.—EXAMINATION COMMITTEE.

1. Servants.

II.—GOVERNMENT WORKHOUSE—

1. Warders and Matron.

III.—PETTY ESTABLISHMENTS—

1. (One section for each.)

45.—Civil Works.

I.—TRAVELLERS' STAGING BUNGALOWS—

1. Servants.

(One for each.)

II.—OVERSEER'S ESTABLISHMENT—

1. Overseers and Maistries.
2. Clerks.
3. Servants.

III.—ROADSIDE TREES—

1. Establishment.

IV.—FERRY TOLLS.

1. Establishment.

V.—ROAD TOLLS ESTABLISHMENT—

VI.—STAGING BUNGALOWS—

1. Establishment.

No 233.

Page 53, Article 80—

Insert the following as Note to Article 80 :—

“The period prescribed in Certificate No. 1 of pay bills, for the disbursement of salaries in the case of Circle Inspectors with their peons and Talátis in the Presidency Proper and Tapedárs in Sind and of salaries and travelling allowance in the case of District Police Establishments has been extended from 30 to 60 days.

(No. 233, dated 11th September 1911.)

ESTABLISHMENT.

**Salary and fixed Allowances of Ministerial Officers to
be drawn on a single bill.**

.80. The Establishment Pay-bill should have an additional perpendicular money column in which the fixed allowance due to any member of an establishment should be entered. The headings in the form of the Pay-bill will then be as follows :—

Name of Section and of Incumbent.	Name of post.	Fixed Allowance.	Pay, Acting and Leave Allowance claimed separately.	Pay, Acting or Leave Allowance held over for future payment.	Fines.	Net Charge for each section.	Ford Deduction.	Income-tax.
ILLUSTRATIONS.		Rs.	Rs.			Rs.		
<i>Sub-Division</i>								
Ramchandra Bhavaya	Chief Sub-Divisional Officer.	...	200	} 250	...	
Permanent Travelling Allowance.	...	25			
Magisterial Allowance.	...	25			
DISTRICT COURT OF—								
<i>Civil and Criminal Department.</i>								
Krishnaji Ballal	Clerk of the Court.	...	150	} 170	...	
Ditto.	Clerk to the Agent for (Sirdars) Native Chiefs.	...	20			

New names and temporary names in Establishment Bills.

81. Particular attention should be paid to Article 61, C. A. C., and Article 49 of the Civil Service Regulations, which should be strictly followed.

Thus, whenever a new name appears in an establishment bill, either of the following certificates should be attached —

(1) If a new employé of Government, a health (and vaccination) certificate, or

(2) If transferred from another establishment, a last pay certificate.

There can be but few exceptions to the rules, as a last pay certificate should be given even when a subordinate is transferred from one establishment to another under the same officer, and a health certificate is always required when an officer is appointed to substantive service even though he may at some previous time have served Government in some other substantive or temporary

capacity. Should any exceptional case occur, such as the re-employment of a Government pensioner (thrown out of employment on reductions), the fact should be explained in the remark column of the bill. Re-employed invalid pensioners require health certificates.

82. A frequent error is the omission of the names of officers on leave or deputation. Whenever an officer is shown as "*sub. pro tem.*" or "*acting.*" the name of the substantive holder, and the cause of his absence, should be shown on the bill and in the absentee statement. If there is no substantive holder, the post should be shown as "*vacant.*"

Pay of A'bká'ri Inspectors and Sub-Inspectors, whose pay does not exceed Rs. 50 per month, to be drawn on Establishment Bills.

83. It has been arranged, in consultation with the Commissioner of Customs, Salt, Opium and A'bkári, that the pay of all A'bkári Inspectors and Sub-Inspectors on Rs. 50 per month and below, whose appointment and promotion are regulated by the Collectors of the districts in which they are posted, should be drawn on establishment bills signed by the Collector, instead of on separate bills, in the form for personal salaries. There will be one bill for all such officers in the same district.

When an officer of this class is transferred from one district to another, under the orders of the Commissioner of A'bkári, a copy of such order, together with a last pay certificate from the Collector of the district from which he is transferred, must be attached to the first bill in the new district on which his pay is drawn.

Preparation of one bill for all the Sections of the Collector's Revenue Establishments at head-quarters.

84. With a view to secure uniformity in the preparation of the pay bills of the Collector's Revenue establishments at head-quarters, the following arrangement should be observed :—

(1) One bill should be prepared for all the sections of the Collector's Revenue establishment usually stationed at head-quarters, whether actually present there at the time, or on tour with the Collector or other officer.

(2) For members of the establishment on tour, memoranda as to leave, fines, &c., should be sent to the head-quarters ~~in~~ in time to be included in the general pay bill. If, in exceptional cases, any memorandum does not reach head-quarters in time, the pay of the officers concerned will be shown as withheld on the general pay bill, with a remark against their names that they are on tour. A supplementary pay bill may be preferred for them on receipt of the necessary information. But supplementary bills should be discouraged, as much as possible, and they should be quite exceptional. The pay of members of the establishment on tour should be remitted by cash orders on the nearest Sub-treasury in favour of the officer whom they accompany, or it should be disbursed on their return to head-quarters as may be directed by the Gazetted officer concerned. Any sum that cannot be disbursed before the next general pay bill is presented for payment will of course be refunded, by deduction, from that bill.

(3) Any sum that may happen to be overdrawn by reason of leave, &c., being granted subsequent to the despatch of the memoranda referred to in paragraph 1 will similarly be refunded by deduction from the next bill.

No. 65.

Page 54, Article 84, Clause 3—

Omit the words “Maháلكaris”, &c., to “and” and add the following new clause :—

(3A). Each of the following classes of officers should be shown as a separate section :—

- (a) Maháلكaris (in the Presidency Proper).
- (b) Head Kárkuns (in the Presidency Proper).
- (c) Maháلكaris and Táluka Head Munshis in Sind.

(No. 65, dated 5-7-06.)

No. 50.

Page 54, Article 84 (6) as revised by Addenda and Corrigenda No. 36—

Insert the following entry under “ Kanungo Establishment ” :—

“ 2. Clerks of District Inspectors of Agriculture ”

and alter the numbers of the following entries from 2 and 3 to 3 and 4 respectively.

(No. 50, dated 9-5-06.)

(1) One consolidated pay bill should be prepared for all the sections of the Collector's Revenue Establishment sanctioned for the District.

(2) Head Accountant, Huzúr Treasurer and Huzúr Shroffs, should be shown under a separate section.

(3) Clerks of the General, Táluka and Kanungo Establishments (including Mahálkaris, Head Kárkuns, Táluka Head Munshis in Sind and Circle Inspectors) should be taken together and arranged in sections according to the rates of pay drawn by them.

(4) Those Book-binders on pay exceeding Rs. 10, whose professional occupation is book-binding and who are not mere daftaries should be shown as a separate section, and other book-binders under the section for "Servants" irrespective of their pay.

(5) Permanent travelling allowance payable to Mahálkaris, Sheristedárs, and Kárkuns of Assistant Collectors and District Deputy Collectors and Circle Inspectors should be shown in the column. "Fixed Allowance" against the name of the person actually doing the duties of those appointments and a certificate should be given at foot of the bill as follows:—

"I hereby certify that the permanent travelling and fixed contingent allowances claimed in this bill will be paid only to those officers who have actually performed the duties for which the allowances have been sanctioned and that they have not been claimed for any person during his absence on leave other than casual leave or on joining time."

(6) In order to enable the Accountant General to classify the charges, a memorandum should be given on the obverse of the consolidated pay bill as follows:—

General Establishment.

	Gross amount claimed.
	Rs.
1. Treasury Accountant
2. Clerks (including Huzúr Treasurer and Huzúr Shroffs)
3. Professional Book-binders on pay exceeding Rs. 10
4. Permanent Travelling Allowance

Táluka Establishment.

1. Mahálkaris
2. Head Kárkuns (or Táluka Head Munshis in Sind)
3. Clerks
4. Permanent Travelling Allowance

Kanungo Establishment.

1. Circle Inspectors
2. Permanent Travelling Allowance
3. Fixed Contingent Allowance

Total Rs. ...

This total must agree with the total gross amount of the bill.

(7) Transit pay should be taken against the establishment to which the transfer is made, and the division of the charges between "General Establishment" "Táluka Establishment" and "Kanungo Establishment" should be made in accordance with the pay drawn by the men who actually served on those establishments for the month billed for.

(8) In cases of transfer the following information should invariably be furnished in a separate memorandum attached to the bill :—

(1) The stations from and to which the men are transferred. In cases of transfer from one station to another in privilege leave vacancies this information should be given in the Absentee Statement.

(2) The joining time actually taken, the dates being specified.

(3) The distance travelled by rail, steamer or road. In the case of road journeys it should also be stated whether the journey was performed by a mail cart or other public stage conveyance drawn by horses or in any other way.

(4) Whether any Sunday or Sundays included in the joining time was or were spent in travelling.

(9) The pay of inferior servants may be drawn without showing the names, either in the consolidated pay bill or in separate bills, one for the General Establishment, one for each Táluka Establishment and one for the Kanungo Establishment. Inferior servants on the General Establishment should be shown according to the office to which they belong, *e. g.* English Account Office, Assistant Collector's Office, etc., whether their pay is drawn in the consolidated pay bill or in a separate bill. Inferior servants on the Táluka Establishments if included in the consolidated pay bill should be shown according to each Táluka. When the inferior servants are included in the consolidated pay bill it is necessary to show the amount charged on account of them in the memorandum referred to in rule (5) above.

(10) Government have ruled that the further training of a candidate for the post of Mámlatdár who fails to pass the Survey Examination, must be obtained at his own expense. (*Vide* paragraph 2 of G. R., R. D., No. 5809, dated 18th July 1905). Care should therefore be taken to see that no substitutes are engaged at the expense of Government nor any T. A. allowed to such officers if permitted to appear for the Examination a second time.

Substitute the following for paragraph (3):—1

3. Each of the following classes of officers should be shown as a separate section—

B 289—1

- (a) Mahalkaris (in the Presidency Proper.)
- (b) Head Karkuns (do. do.)
- (c) Mahalkaris and Taluka Head Munshis in Sind.
- (d) Clerks of the General Taluka and Kanungo Establishments (including Circle Inspectors) all being arranged according to the rates of pay.

Substitute the following for paragraph 6.—

To enable the Accountant General to classify the charges a memorandum should be given on the obverse of the consolidated pay bills (whether monthly or arrear bills) as follows:—

Gross amount
claimed.

General Establishment.

1. Treasury Accountant	Rs.
2. Clerks (including Huzur Treasurer and Huzur Shroffs
3. Professional Book-binders on pay exceeding Rs. 10.
4. Servants
5. Permanent Travelling Allowance

Taluka Establishment.

1. Mahalkaris
2. Head Karkuns (or Taluka Head Munshis in Sind).
3. Clerks
4. Servants
5. Permanent Travelling Allowance

Kanungo Establishment.

1. Circle Inspectors
2. Clerks of the District Agricultural Inspector
3. Servants
4. Permanent Travelling Allowance
5. Fixed Contingent Allowance

Total Rs. ...

This total must agree with the total gross amount of the bill.

Substitute the following for paragraph 9—

(9) The pay of inferior servants should be drawn without showing their names. Servants of the General Taluka and Kanungo Establishments, should be shown under one section, the appointments being arranged according to the rates of pay.

NOTE.—The Collector is authorized to transfer peons within his district irrespective of the sanctioned strength of any particular taluka so long as the total strength of the district is not increased. If however in consequence of any such transfer an extra recurring charge becomes necessary, (e.g. a bad climate allowance) this charge should not be incurred without the sanction of Government. And the proposition statement required by Article 57 of the Civil Account Code should be submitted in duplicate through the Accountant General.

(Vide G. R., R. D. No. 7957, dated 20th August 1906.)

(No. 96, dated 16th April 1907.)

Page 55, Article 86—

Add the following as clauses (1) and (2) under this article and mark the present portion as clause (3) :—

Annual Establishment Returns.

86. These should be prepared in accordance with Articles 55 and 56 of the Civil Account Code and submitted to this office early in April in each year. The instructions as regards sections of establishment laid down in Articles 76 to 79 of this Manual, should also be carefully observed.

(2) The names of officers in Foreign Service should be included in the Annual Returns of the Establishment on which they would have to serve, were they to revert to Government service.

Page 55—

Add the following new Article 85-A :—

Absentee Statements.

85-A.—Absentee Statements are not required in the case of policemen and inferior servants whose pay does not exceed Rs 20 and Rs. 10, respectively and who are on leave or deputation, &c., but their pay and allowances will be passed in audit on the strength of the certificate prescribed in Article 58 (2), Civil Account Code.

(C. G's letter No. 499, dated 17th May 1909 ; Ind. No. T. A. III.—628.)

(No. 187, dated 17th June 1909.)

Page 56, Article 90—

Add the following as Note to Article 90 :—

Note.—Government Medical Officers attached to Local Board dispensaries should be held to be entitled to travelling allowance under Article 1133 of the Civil Service Regulations and the travelling allowance should be borne by Government.

Vide Government Resolution, Financial Department, No. 4064, dated 7th October 1889, and Government Resolution, General Department, No. 3146, dated 25th May 1911.

Substitute the following for Article 91 :—

91—Travelling Allowances of Medical Officers attached to grant-in-aid dispensaries for their journeys to appear at departmental examinations or to give evidence in a court of law should be paid from general revenues and not from the dispensary fund.

Insert the following new Article :—

91A—Medical Officers in Government service attached to Municipal or Native State dispensaries or Private institutions who may be required to attend courts of law to give evidence on behalf of the Crown should be held to be entitled to travelling allowance under Article 1133 of the Civil Service Regulations. The travelling allowance should be borne by Government (Government Resolution, Financial Department, No. 4064, dated 7th October 1889, Government of India, Home Department (Medical), No. 1256, dated 22nd November 1910, received with Government of India, Financial Department, No. 6209, C. S. R., dated 30th November 1910. Government Resolution, General Department, No. 3146, dated 25th May 1911).

Page 56, Article 88—

Substitute the following for Article 88 :—

88. Where a journey extends over two days, an officer may elect to exchange his daily allowance for the allowances admissible under Article 1065 of the Civil Service Regulations, with reference to the journey as a whole and not with reference to a particular portion of it

(G. I., F. D., No. 4387-P., dated 13th July 1907 : Ind. No. T. M.—653.)

(No. 116, dated 23rd July 1907.)

(4) In the general pay bill the several sections of the office should be entered in the following order :—

1. English Account Department.
2. English Correspondence Department.
3. Vernacular Account Department.
4. Chitnis Department.
5. Treasury Department.
6. Record Department.
7. Assistant Collector's Department.
8. District Deputy Collector's Establishment.
9. Huzúr Deputy Collector's Establishment.

Payment of Salary for broken periods, on transfer, to School-masters, Vaccinators and Hospital Assistants.

85. School-masters and Vaccinators serving under Incorporated Local Funds, and Hospital Assistants attached to Incorporated or Excluded Local Fund Dispensaries, are allowed to draw pay for the broken period of a month when transferred to another district. Payments may be made in such cases on simple receipts countersigned by the President of the Local Board. These receipts should be subsequently covered by regular pay bills, countersigned by the Controlling Officer concerned, a separate bill being preferred for the amount received from each Local Board.

Under these arrangements, payments will be made by the Local Boards against which the charge is due. No credits to cash recoveries therefore will be permitted to appear in the accounts.

Annual Establishment Returns.

86. The following extract is reproduced for information and guidance :—

* * * * *

The statement when completed in accordance with the Code instructions should be carefully checked with the service books before it is sent to the Accountant General, and a note should be made at the foot of the statement giving the dates to which the service book of each individual has been written up. Temporary establishments should not be included in the statement, nor separate statements rendered on their account.

Travelling Allowance Bills.

87. Attention is invited to the definition of the term *day* in the Civil Service Regulations as meaning a calendar day beginning and ending at midnight. An officer is prohibited from drawing permanent or daily travelling allowance for any day for which other allowances are drawn, and where, therefore, a journey for which mileage or double railway fare is charged extends over portions, however small, of two days no permanent or daily allowance is admissible for either of these days. Travelling Allowance Bills do not generally show whether a journey extended over more than one day and the information is obtained by correspondence. In order, therefore, to facilitate audit and minimise correspondence, the hours at which a journey began and ended, for which mileage or rail fare is charged, should always be noted in the remark column of the Travelling Allowance Bill.

88. Where a journey has begun or ended very shortly before or after midnight, it is optional to draw the distance rate for only so much of it as was accomplished after or concluded before midnight, daily rate being drawn for the other day. In such a case a note explaining that this has been done should be entered in the remark column of the bill.

89. An officer, exchanging permanent travelling allowance under Article 1045 of the Civil Service Regulations, cannot, when his journey has begun or ended very shortly before or after midnight, retain his permanent travelling allowance for one portion of a continuous journey, and draw the difference between double permanent travelling allowance and the allowances admissible under Chapter LII in addition to his permanent travelling allowance for another portion of the same journey. The permanent travelling allowance must be exchanged for the whole period occupied in the journey.

90. The travelling allowance of an officer paid from General Revenues travelling on Local Fund duty or of a Local Fund Officer travelling on Government duty is debitable to the same head as his salary, unless there is a specific order of Government to the contrary in any particular case (Government Resolution, Financial Department, No. 2396, dated 31st July 1888).

91. The travelling allowance of Medical Officers attached to grant-in-aid dispensaries travelling in execution of Government duty should be paid from the Dispensary Funds, whether the committees thereof have been appointed by local or by municipal boards (Government Resolution, Judicial Department, No. 4552-II, dated 14th November 1889).

92. The travelling allowance bills of Policemen on transfer will, in the first instance, be examined in the District Superintendent's Office, and then be transferred to the Police Accountant, who will re-check the bills by reference to the list of transfers made during the month, which will be supplied to him monthly by the District Superintendent of Police. When the bills are finally passed a note will be made in the list by the Police Accountant. The District Superintendent will also make a similar note in the copy of the list kept in his office.

• The Treasury Officer when he pays the bills will note the date of payment under his initials against the corresponding name in the list of transfers supplied to the Police Accountant.

Travelling Allowances to Officers summoned to give evidence.

93. Claims on account of travelling allowance of officers summoned to give evidence must be supported by certificates from the Courts in the form given below :

No. _____

versus

Certified that *
appeared before me as a witness on behalf of _____
in the above † case for _____ days
from _____ 1890 to _____ 1890
and deposed to facts which came to his knowledge in his public capacity (or

* Name, designation and office of employment.

† Civil or criminal.

57—

Add the following new Article :—

Fractions of a mile.

96-A. The phrase “one journey” used in Article 1035, Civil Service Regulations, means the interval between an officer’s start from head-quarters and his return thereto. If, however, separate bills are drawn for portions of such journeys, fractions of a mile cannot be carried forward from one bill to another.

No. 128.

Page 57, Article 94-A—

Add the following in the paranthesis :—

(“G. R., R. D., No. 5309, dated the 24th May 1907),”
(No. 128, dated 22-8-07).

Add the following new article :—

T. A. to General Duty Karkuns under Article 1056, C. S. R.

94-A.—The term “General duty karkun” used in exception 2 to article 1055, Civil Service Regulations, applies to any member on the establishment of a Mámlatdár or Maháلكari occasionally deputed to any part of a táluka for any special inquiry or purpose when the duty for any reason cannot be performed by a Circle Inspector.

A certificate should be given on the travelling allowance bill to the effect that the person who has been granted the concession in the bill was deputed for special inquiry or purpose and that the duty could not for special reasons be performed by a Circle Inspector.

(G. I., Deptt. of Rev. and Agr., No. 715—190—2, dated 11th May 1906, and G. R., Rev. Dept., No. 6958, dated 21st July 1906 : Ind. No. T. A. II—1277.)

(No. 74, dated 29th August 1906.)

that he deposed to matters with which he had to deal in his public capacity) and that he has been paid by me the allowances mentioned below :—

Rs. a. p.

Travelling expenses
Subsistence allowance or compensation for				days
from 190	to	190
Rupees (in words).				
			Total	...
dated _____, }				

Judge.
Magistrate.

The allowances admissible under the rules of the Court must always be claimed from the Court and the amount must be deducted from the Travelling Allowance Bill. In cases governed by Article 1134, Civil Service Regulations, subsistence allowance must be repaid to Government before full pay for the day or days of absence is drawn.

Note.—The amount admissible under the rules of the Court should be paid ; when no allowances are admissible the fact should be stated.

(To be filled in by head of office on the reverse of the certificate.)

Accompaniment to the travelling allowance bill of the Establishment of the _____ for the month of _____ 190 .

Exchange of permanent Travelling Allowance, permissible under Article 1046 of the Civil Service Regulations, to be made for the entire period of absence from head-quarters.

94. The intention of Article 1046, Civil Service Regulations, is that an officer in receipt of a permanent monthly allowance should, when proceeding under proper authority beyond his jurisdiction, make his choice between the permanent travelling allowance for the whole period of his absence, and the allowances which would be admissible under Article 1065 of the Civil Service Regulations to an officer with a daily allowance on the day on which he travels, so as to fulfil the conditions laid down in that article.

Explanation of the term “actual expense of keeping up Camp Equipage” used in Article 1059 of the Civil Service Regulations.

95. Considerable misunderstanding appears to exist regarding the charges which are admissible under this rule. The following explanation is given with a view to assist officers in the preparation of their bills and to reduce the number of items disallowed in audit.

The rule empowers the Local Government to sanction the actual expense of maintaining “camp equipage” when it is necessary to do so, “camp equipage” being defined in the Code as “the apparatus for moving a camp”; and the word “camp,” for the purpose of this rule, has been explained by the Government of India to include not merely tents but also tent furniture in the wide sense of “everything necessary to an officer to enable him to live in camp.”

96. Accordingly under the rule as thus interpreted the hire of carts, and the keep of bullocks or other animals if used solely for the transport of camp kit of all kinds, are admissible charges, but not the cost of means of transport for the officer himself nor the wages of his camp servants.